

MAR 8 1976

SPECIAL SUPPLEMENT TO NOTES

*This supplement is distributed to headquarters offices only.
Please circulate this information to others within your
organization with incentive awards responsibilities.*

ITEM #1 - 1976 Federal Woman's Award Announcement

Attached is a copy of the invitation, dated March 5, to heads of departments and agencies, to submit nominations for this award. Note that eligibility has been extended to include any woman in the Legislative and Judicial Branches who is not elected or appointed by the President, or who is a member of their personal staff. Also, an attachment has been added which more clearly defines the criteria against which the nominees will be judged.

ITEM #2 - Comptroller General Decision #B-166802

The attached decision permits an agency head to authorize travel, under the "necessary expense" provision of 5 U.S.C. 4503, for an attendant to a handicapped employee who otherwise would be unable to attend the awards ceremony.

ITEM #3 - Educational Opportunities for Incentive Awards Personnel
June 8, 9, 10

Mark June 8, 9, and 10 on your calendar and plan to attend the joint CSC/NASS educational program to be held at the Old Town Holiday Inn in Alexandria, VA. June 8 will be a joint CSC/NASS National Capital Chapter program designed to permit a wide exchange of views and opinions among participants on the Federal Incentive Awards Program (both performance and suggestion aspects), as well as workshop experiences and an up-date on trends and events which impact on the program. The attached material gives details of the second and third-day schedule sponsored by NASS. These sessions deal with suggestion systems, and offer an opportunity both for experienced suggestion systems administrators and those who are relatively inexperienced to improve and streamline their programs.

ITEM #4 - Fed Facts 1 on the Incentive Awards Program

A revised edition of Fed Facts #1 now is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, price 35 cents, stock no. 006-000-00925-5.

ITEM #5 - Arthur S. Flemming Awards Recipients

Attached is a listing of winning awards winners for 1975 and information concerning the awards ceremony and availability of tickets for the luncheon.

ITEM #6 - The Third Annual William T. Pecora Award

Attached are copies of announcements for the above award, established to honor the memory of Dr. William T. Pecora, the motivating force behind the establishment of Earth Resource Sensing from space. Federal agencies, private individual institutions, professional societies, and industrial organizations are invited to submit nominations of individuals or groups who have made major contributions to the art or science of the understanding of the earth through remote sensing.

A copy of the announcement brochure, with suggested nomination format, is enclosed for your information. The nomination deadline is June 25, 1976. Please provide an original and seven copies of each nomination. Should you have any questions regarding this award, please contact either George Britton (Interior) at Code 183-2821 or 343-2821 or Joyce Gray (NASA) at 755-8497.

Attachments

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BRANCH
AWARDS

UNITED STATES CIVIL SERVICE COMMISSION
Office of Incentive Systems
Washington, D.C. 20415
February 13, 1976

SPECIAL SUPPLEMENT TO NOTES

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ITEM #1 - Federal Woman's Award

Certificates were mailed February 6 to Personnel Directors for 1975 Federal Woman's Award nominees who had not previously received a certificate. The Federal Woman's Awards Board feels that nomination for this award is, in itself, an honor, and recognizes this by awarding a certificate to nominees who were not winners, and who have not received a certificate in the past.

Letters inviting nominations for the 1976 Federal Woman's Award will be mailed within the next two weeks to Heads of agencies. Copies will be furnished to you as soon as they are available. The following changes have been made:

Eligibility has been extended to any woman in the Executive Branch of the Federal Government and any woman in the Legislative and Judicial Branches thereof not elected or appointed by the President or members of the personal staff of such persons . . .

An attachment has been added which more clearly defines the criteria against which the nominees will be judged (This is furnished as an attachment to this Supplement).

↙ DUE DATE FOR NOMINATIONS: MAY 28, 1976

ITEM #2 - Rockefeller Public Service Awards Booklet

A further supply of these booklets has been obtained and these are being furnished for your files and to respond to inquiries.

ITEM #3 - The Key to Good Communications - is the Incentive Awards Administrator's Telephone Directory compiled and distributed by this office. In view of the importance of keeping this directory current we would greatly appreciate your contacting this office now, to confirm or to change your current listing, and to request copies of the Directory. Each person listed in the Directory will receive a copy; additional copies will be furnished upon request. For updating information please call Martha Williams 632-5568/69 or 101 25568/69.

ITEM #4 - Outstanding Results from the President's Cost Reduction Campaign

To date, thirty one organizations have submitted over 1,100 cases for Presidential recognition involving almost 1,500 Federal personnel and almost \$83 million in estimated first year tangible benefits. These results clearly indicate what can be achieved with top-management support and interest. President Ford's extension of the Campaign through May 5 can help us realize a further increase in tangible benefits during FY 1976. Outstanding results can be achieved if each department and agency will establish as an objective a further increase in tangible benefits of at least 10% over FY 1975 program results.

Attachments

FEDERAL WOMAN'S AWARD

CRITERIA TO BE USED IN JUDGING NOMINEES

Uniqueness of Achievement

Consider the uniqueness of the achievement. Is it an unusual achievement or contribution which sets the nominee apart from others?

Creativity and Personal Initiative

Consider the personal initiative involved in the achievement. Did it require personal creativity and innovation on the part of the nominee? Does it represent independence of thought and action?

Impact of the Achievement

Consider the impact of the achievement on society in general. Is it likely in some significant measure to be of benefit to mankind, to Americans, or to better Government? Does it advance the arts, or Science?

Honors Accorded Nominee

Give weight to the honors and recognition granted to the nominee from the employing agency and from professional and other organizations as an indication of the value of the nominee's achievements. This is particularly significant for persons working in highly specialized and technical and scientific fields.

The above factors are not mutually exclusive and no one candidate is expected to excel in all factors. Keeping them in mind, however, in reviewing the achievements presented should assist a judge in selecting the women who merit being singled out from among all others in the Federal Government as deserving of very special recognition in the form of the Federal Woman's Award.

Outstanding Results from the President's Cost Reduction Campaign

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FEB 13 1976

<u>AGENCY</u>	<u>NUMBER OF CASES SUBMITTED*</u>	<u>MEASURABLE BENEFITS</u>
AGENCY FOR INTERNATIONAL DEVELOPMENT	1	\$ 5,068
AGRICULTURE	8	1,084,913
AIR FORCE	335(369)	16,117,310
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	2	126,500
ARMY	301(407)	33,144,499
CANAL ZONE GOVERNMENT	2(3)	46,607
CENTRAL INTELLIGENCE AGENCY	23(32)	2,217,710
CIVIL SERVICE COMMISSION	1	32,000
COMMERCE	3	611,900
DEFENSE MAPPING AGENCY	1	5,000
DEFENSE SUPPLY AGENCY	81(100)	5,245,753
ENVIRONMENTAL PROTECTION AGENCY	2	66,600
FEDERAL ENERGY ADMINISTRATION	1	6,300
GENERAL SERVICES ADMINISTRATION	18(19)	505,461
HEALTH, EDUCATION, AND WELFARE	8(9)	247,717
INTERIOR	10(11)	55,860
INTERSTATE COMMERCE COMMISSION	1(2)	15,000
JUSTICE	4	48,038
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	14(16)	729,008
NATIONAL CREDIT UNION ADMIN	1	15,000
NATIONAL LABOR RELATIONS BOARD	1	5,407
NATIONAL SECURITY AGENCY	2	26,942
NAVY	184(311)	19,675,335
POSTAL SERVICE	30(38)	1,388,783
RAILROAD RETIREMENT BOARD	1(5)	25,200
SELECTIVE SERVICE SYSTEM	1	17,000
SMALL BUSINESS ADMINISTRATION	2	17,000
TRANSPORTATION	4	61,813
TREASURY	44(52)	1,112,975
U.S. SOLDIERS AND AIRMEN'S HOME	2	21,896
VETERANS ADMINISTRATION	22(23)	272,311

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*Figures in parentheses indicate total number of employees involved in the cases.

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Next 6 Page(s) In Document Exempt

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